

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

OCIO Financial Mgmt Br-Acctng
P.O. Box 1810
Rancho Cordova, CA 95741-1810



Employee Name	QUINLAN, CHRISTY
Expense Dates	08/13/09-08/13/09
Total Expense Amount	133.69
Amount Due Employee	133.69
Form ID	TEA000516591

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	08/13	Parking, Auto	27.00	
2)	08/13	Bridge Tolls	4.00	Electronid deduction

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	92.97	A receipt is required for the Bridge Tolls expense on 08/13/09.	

I have reviewed the following documents.

Approved
by:

TERESA M TAKAI

Travel & Expense Account Summary

Employee Name CHRISTY QUINLAN
Expense Dates 08/13/09-08/13/09
Report Name 601/08-13-09/Mileage-Parking

Request Total \$ 133.69
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 133.69

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	SF Judicial	133.69

NOTE: (d)=Direct Charge

DATE	Thu Aug 13									TOTAL
Mileage, Personal Auto	102.69									102.69
Parking, Auto	27.00									27.00
Bridge Tolls	4.00									4.00
TOTALS \$	133.69									133.69

<p>Travel & Expense Account Summary & Detail</p>

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	SF Judicial	08/13/09	Mileage, Personal Auto	102.69	Cash
Non-Travel Expenses	SF Judicial	08/13/09	Parking, Auto	27.00	Cash
Non-Travel Expenses	SF Judicial	08/13/09	Bridge Tolls	4.00	Cash